

## **OPERATIONS DIRECTOR**

**General Statement of Duties:** Under the general direction of the Director of Public Works/City Engineer, directs and administers the activities of the operational divisions of the Public Works department; does related work as required.

**Distinguishing Features of the Class:** This is a highly responsible administrative and professional position directing the operational divisions of the Public Works Department. The operational divisions include all services performed by the City in the areas of street, alley, and sewer maintenance, traffic maintenance and the internal services provided by a centralized equipment maintenance facility. A high level of independent judgment and initiative are utilized.

### **Areas of Accountability:**

1. Directs the activities of subordinates within the operational divisions of the Public Works Department to assure that the desired level of services is being provided.
  - Hires, disciplines, and directs employees under his/her control in accordance with Personnel, Equal Employment Opportunity and Affirmative Action policies of the City;
  - Plans and directs training opportunities for department employees to develop their potential and ability to function in their jobs;
  - Reviews and evaluates the performance of those departmental employees directly responsible to him/her on a regular basis;
  - Defines and delegates authority and responsibility to appropriate subordinates;
  - Administers applicable union contracts and personnel policies within the department;
  - Oversees employee compliance with safety rules and use of safety equipment; plans safety programs.
2. Provides advice and recommendations to the Director of Public Works/City Engineer, to other management staff members and to the City Council.
  - Prepares factual, clear, concise written reports with specific recommendations;
  - Serves as an active member of various management staff teams created to deal with specific problems and issues;
  - Reviews proposals submitted by other management staff members and makes appropriate comments and recommendations;
  - Informs the Director of Public Works/City Engineer and appropriate management staff members of important developments which may affect the administration of City government;
  - Maintains current knowledge of innovative ideas and developments and recommends changes in current operations and practices where applicable;
  - Attends meetings of boards and commissions, or arranges for staff attendance and acts as staff liaison.

3. Oversees the services provided by the operational divisions of the Public Works Department.
  - Develops policies and procedures designed to increase the efficiency and effectiveness of department operations and addresses public works infrastructure needs within the City of Council Bluffs;
  - Oversees all infrastructure maintenance repair and Public Works Department construction, including streets, sidewalks, sewers, bridges and special projects as requested;
  - Confers with department management staff to track implementation of policies and receive specific recommendations and suggestions on services provided by the operational divisions.;
  - Directs emergency activities associated with rainstorms, flood protection, windstorms and snow and ice removal.
4. Represents the Public Works Department with the public and other agencies.
  - Investigates and responds to citizen questions and complaints;
  - Makes public presentations at meetings of various civic and governmental organizations as delegated;
  - Attends and makes presentations at City Council and other City meetings;
  - Represents the City in metropolitan and state organizations as delegated.
5. Prepares and administers the annual budget of the Public Works department's operational divisions.
6. Performs additional duties as may be required.

**Required Knowledge, Skills and Abilities:** Considerable knowledge of modern principles and practices of public works administration; good knowledge of civic emergency responses associated with weather extremes and services relating to municipal infrastructures; good knowledge of budgetary control and preparation; some knowledge of City fiscal administration; demonstrated ability to direct and supervise public works activities in a coordinated manner; ability to establish and maintain effective working relationships with subordinates, other agencies, and the public; initiative and resourcefulness.

**Acceptable Experience and Training:** A combination of experience and education equivalent to graduation from a college or university with major course work in public works administration or related area with extensive responsible administrative experience in public works operations including at least five years experience at the supervisory level; possession of a valid driver's license issued by the state of residence.